

**STRUCTURE AND BRIDGE DIVISION****INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM**

<b>SUBJECT:</b> Structure and Bridge Instructional and Informational Memorandums	<b>NUMBER:</b> S&B-1.7
<b>DIRECTED TO:</b> Assistant State Structure and Bridge Engineers Structural Engineer Supervisors District Structure and Bridge Engineers	<b>DATE:</b> July, 2005
<b>SIGNATURE:</b>	<b>SUPERCEDES:</b> S&B-90-1.6

The following instructions are to be followed when preparing a Structure and Bridge Instructional and Informational Memorandum (S&B I&IM).

S&B I&IM's are to be issued for items not covered by the specifications or office standards.

All S&B I&IM are to be directed to the persons who will be affected by the contents of that particular memorandum.

Copies are to be distributed to:

- Chief Engineer
- Chief of Systems Operations
- Director of the Virginia Transportation Research Council
- Division Administrators under the Chief Engineer
- Division Administrators under the Chief of Systems Operations
- District Administrators
- Residency Administrators
- Federal Highway Administration

If the memorandum is not directed to the Assistant Structure and Bridge Engineers, the Structural Engineer Supervisors or the District Structure and Bridge Engineers, copies are to be furnished to them.

Numbers for I&IM's are assigned by the S&B executive secretary.

CC: Chief Engineer  
 Chief of Systems Operations  
 Director of Virginia Transportation Research Council  
 Division Administrators under the Chief Engineer  
 Division Administrators under the Chief of Systems Operations  
 District Administrators  
 Residency Administrators  
 Federal Highway Administration

Attachment

ATTACHMENT

October 13, 1965

Memorandum to - District Engineers  
From - A. K. Hunsberger  
Subject - Instructional Memorandums

Effective October 1, 1965, instructional and information memorandums issued by the five divisions under the supervision of the Director of Engineering will be numbered. Each division will issue separate instructions regarding the numbering system to be used by their respective divisions and each division will have separate numbers.

This system will enable each division to maintain closer supervision and control of all memorandums issued.

Each memorandum issued by each division will be marked with division identification, number, and subject.

An up-to-date file of all division memorandums should be kept by interested parties. Each division will maintain a master index of all instructional memorandums issued by that division.

/s/

A. K. Hunsberger  
Director of Engineering

cc - Mr. J. E. Harwood  
Mr. W. S. G. Britton  
Mr. J. V. Clarke  
Mr. A. B. Eure  
Mr. H. G. Blundon  
Mr. L. O. Bolton  
Mr. J. N. Clary  
Mr. B. P. Coldiron  
Mr. K. E. Ellison